



August 30, 2004

### **PARKING PERMITS AVAILABLE VIA MAIL**

The Georgia Department of Motor Vehicle Safety (DMVS) will now begin issuing and renewing parking permits by mail. Previously those in need of the permit were required to visit a driver's license customer service center (CSC).

The parking permit is a brightly colored placard which attaches to the rearview mirror inside the vehicle. This allows those with a physical disability – whether permanent or temporary – to utilize the reserved parking spaces designated near the entrance of most facilities. Those needing a Disabled Person license plate for the rear of the vehicle should contact the County Tax Commissioner's office not the DMVS.

To apply for the permit, a Georgia DMVS Application for Disabled Parking Permit (DS-29) must be filled out and signed by both the individual and their physician. The form can be downloaded from the DMVS website: [www.dmv.ga.gov](http://www.dmv.ga.gov) - click on "Forms and Manuals" then click on "Drivers License Forms and Manuals" – scroll down and click on DS-29. The application can also be obtained by visiting any local CSC. There is no charge for the placard.

The physician must check the appropriate boxes for the reasons a permit is required. The signatures of the applicant and physician must be notarized. Generally, the physician's office can notarize both signatures, but make sure that they stamp in separate areas on the form. Incomplete or incorrectly completed applications will be returned.

The completed application must be mailed to:	Georgia DMVS
	Attention Special Issuance
	Post Office Box 80447
	Conyers, GA 30013

For a renewal of a parking permit, a DS-29, as described above, must be submitted. In addition to having the form completed and notarized as described above, the applicant must clearly write the following information on the top of the application:

- ◆ Current permit number from their placard
- ◆ Expiration date from their placard
- ◆ The word "Renewal"

The form should then be mailed to the DMVS Special Issuance Division. When the new permit is delivered, the individual should then destroy the old one immediately. There is no charge for the placard.

Applicants should allow at least 7-10 days to process and receive the new placard. To expedite the processing, the applicant may include a self-addressed, stamped 8.5" x 11" envelope. If the applicant wants the placard mailed to an address other than the address on the DMVS driving record, they must enclose a self-addressed, stamped 8.5" x 11" envelope.

"The DMVS is aggressively searching for ways to streamline the way we do business at our CSCs. Allowing permits to be handled via mail instead of in person has many benefits," said James R. Davis, DMVS Commissioner. "Although processing parking permits is generally given a top priority, this change may save hundreds of Georgia citizens an inconvenient trip to one of our facilities. This new procedure will help reduce the number of customers waiting to be served at each facility and also help ease the long wait times those needing another procedure must endure," he added.

The DMVS issued 102,862 parking permits in FY 03. For more information on this and other motor vehicle services, visit the DMVS website: [www.dmv.ga.gov](http://www.dmv.ga.gov).